

CITY OF MILFORD
REGULAR MEETING
NOVEMBER 1, 2016
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Webermeier Library Building in said City on the 1st day of November 2016 at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Rick Fortune, Jeff Heckman, Dan Kral; Attorney Krista Carlson; Chief of Police Forrest Siebken; Maintenance Supt. Gary TeSelle; Library Director George Matzen and City Clerk Jeanne Hoggins. Also present: Patrick Kelley, Scott Bashore, Jon Carlson with Carlson, West, Povondra, Adam Rupe with JEO, Courtney Woodman with Upper Big Blue NRD, Chrissy Matzen and Emily Hemphill with the press.

Notice of the meeting was given in advance thereof by publishing in the Milford Times; a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of the meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

CALL TO ORDER: Mayor Dean Bruha called the meeting to order at 7:30 pm. and publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act is available for review and is posted on the west wall of the Webermeier Library Meeting Room.

MINUTES: A motion was made by Fortune and seconded by Heckman to approve the minutes of the October 4, 2016 meeting. Roll call vote: Fortune yes, Heckman yes, Baker yes, Kral yes. Motion carried.

A motion was made by Heckman and seconded by Fortune to approve the minutes of the October 20, 2016 meeting. Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral yes. Motion carried.

PAYMENT OF BILLS: A motion was made by Heckman and seconded by Fortune that the following accounts payable bills in the amount of \$169,376.28; payroll in the amount of \$29,402.62; totaling \$198,778.90 approved by the Auditing Committee be approved for payment. Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral yes. Motion carried.

SALARIES:

61896	Mark Frey	636.32
61897	Forrest Siebken	1452.64

61898	Kendall Hoggins	1212.85
61899	Mavis Ferris	45.71
61900	Jeanne Hoggins	1385.84
61901	Gary TeSelle	980.64
61902	Robert L. Hull	880.66
61903	George Matzen	786.58
61904	Jenna Filbert	104.24
61905	Benjamin Rediger	1014.47
61906	Craig Corder	36.94
61907	Erica Pallas	855.62
61908	Scott McNeil	1114.53
61909	Sarah Long	232.73
61910	Craig Carritt	16.62
61911	Brenda Kalnins	459.01
61912	Jason Brownell	359.37
61913	Lewis Barker	1133.20
61914	Nancy Buchli	551.23
61915	Travis Fougeron	951.77
61925	Mark Frey	698.04
61926	Forrest Siebken	1452.64
61927	Kendall Hoggins	1137.98
61928	Mavis Ferris	33.25
61929	Jeanne Hoggins	1385.84
61930	Gary TeSelle	1180.64
61931	Robert Hull	880.66
61932	George Matzen	786.58
61933	Jenna Filbert	19.40
61934	Benjamin Rediger	1014.48
61935	Craig Corder	36.94
61936	Erica Pallas	851.71
61937	Scott McNeil	924.98
61938	Sarah Long	406.34
61939	Craig Carritt	8.31
61940	Shannon Stone	329.72
61941	Brenda Kalnins	367.06
61942	Jason Brownell	359.37
61943	Lewis Barker	1098.45
61944	Nancy Buchli	533.92
61945	Travis Fougeron	968.72
61946	Corrina Bashore	116.36
61950	Rick Fortune	138.52

61951	Dean Alan Bruha	184.70
61952	Jeffrey Baker	138.52
61953	Dan V. Kral	138.52

GENERAL FUND:

61839	Gary Brookhouser- WA/SW Deposit Refund	75.00
61840	Nicole Burton- WA/SW Deposit Refund	7.12
61841	Crop Ins. Solutions- WA/SW Deposit Refund	50.00
61842	Kelly Hesper- WA/SW Deposit Refund	75.00
61843	Nolan Hytrek- WA/SW Deposit Refund	42.04
61844	Tyler Keilwitz- WA/SW Deposit Refund	52.88
61845	Milford Nail & Spa- WA/SW Deposit Refund	75.00
61846	Jacob Paasch- WA/SW Deposit Refund	49.38
61847	Kathi Schild- WA/SW Deposit Refund	54.97
61848	Justin Taylor- WA/SW Deposit Refund	43.74
61849	Daniel Welander- WA/SW Deposit Refund	7.63
61850	U.S. Postmaster- Utility Billing Postage	195.83
61851	AT&T- Library Long Distance	51.73
61852	Black Hills Energy-Service for Sept.	162.69
61853	Canon Financial- Contract Charge	254.00
61854	Canon Solutions- Maint. Base & Copies	147.91
61855	Card Service Center- Adobe, Camera	185.95
61856	Petty Cash- Donuts & Mixes for Salad	6.65
61857	D.J. Gongol & Assoc.- High Temp Thermostat	100.80
61858	Data Technologies- W-2 Forms	119.24
61859	Eakes Office Solutions- Stamp Pad, P.O. Books	261.92
61860	Farmers Co-op- Fuel, Tire Repair, Bots, Weed Spray	1372.75
61861	Forrest Siebken- Hotel Expense & Mileage	425.64
61862	G&P Landfill- Roof Repair #6	16.00
61863	Hartmann Custom Service- Crushed Concrete	119.93
61864	Hawkins- Chemical Treatment	466.05
61865	IIMC- Membership Jeanne & Erica	310.00
61866	John Deere Financial- Blower Repair & Parts	85.83
61867	Mid-America Recycling- Recycling Fee September	55.00
61868	Midwest Auto Parts- Bulbs, Chain, Mower Repair	69.27
61869	Milford ValuRite Pharmacy- Accu Check Strips	61.06
61870	Nationwide- Bond Renewal Jeanne	175.00
61871	NE Dept of Labor/Finance- Elevator Inspection	140.00
61872	NE Municipal Clerk's Assoc-Member Ship X2	50.00
61873	NPPD- Service for September	5548.55
61874	Northern Lawn & Underground- Repair Sprinklers	1658.23

61875	One Call Concepts- One Calls	18.45
61876	Pac-N-Save- Concessions, Paper Plates, Food	158.72
61877	Police Chiefs Assoc. of NE- Dues	30.00
61878	Pizza Kitchen- Mini Pizzas, B-day Meals	381.48
61879	Police Officers Assoc.- Membership Dues	60.00
61880	Sack Lumber- Well House #5 Repairs	190.86
61881	Sam's Club- Paper Towels, Toilet Paper, Concessions	196.08
61882	SCCDP- Annual Membership, Funding Agreement	10000.00
61883	Seward County Independent- Legals, Minutes, Subsc.	463.96
61884	Shell Fleet Plus- Fuel	139.67
61885	Shell Fleet Plus- Car-Gas	24.99
61886	Sunrise Country Manor- Meals for September	378.00
61887	TCA Outdoor Power- Starter Push Mower	55.99
61888	Union Bank & Trust Co.- 3 rd Quarter HSA	42.00
61889	Verizon Wireless- Cell Phones	99.09
61890	Verizon Wireless- Jet Packs	51.12
61891	Verizon Wireless- Building Insp. Cell, Dept. Cell	135.56
61892	Waste Connections- Trash	118.11
61893	Windstream Nebraska- Service for September	456.28
61894	Wolfe,Snowden,Hurd,Luers,&Ahl- Legal Service Sept	1227.00
61895	Zito Media- Cable Work	21.91
61916	Ameritas- Pension	2105.89
61917	Kansas Payment Center-Child Support	177.23
61918	Union Bank-HSA	954.00
61947	Ameritas- Pension	2105.89
61948	Kansas Payment Center- Child Support	177.23
61949	Union Bank- HSA	954.00
61959	Ackerman Rock & Gravel-Rock & Gravel	2132.53
61960	Aramark-Pants & Rags	271.77
61961	Baker & Taylor-Books	198.26
61962	Biblinox LLC-Apollo	1316.90
61963	Blue River Transmissions-Unit #2 Repairs	878.02
61964	Card Service Center-Stamps, Postage, Supplies	749.09
61965	Card Service Center-Rocket Lawyer	39.95
61966	CBS-Reporting Services-Membership	60.00
61967	Central States Lab-Triple Melt Ice Melt	2936.47
61968	Culligan Water-B/W Cooler Rent	25.95
61969	Dempsters-Spring for Recycling Bin	61.18
61970	EMC-General Insurance	66133.00
61971	Emergency Medical Products-Medical Supplies	510.11
61972	Feld Fire-Hose/Couplers	96.00

61973	JEO Consulting-Map Update, Welch Park, Water-Well	8868.50
61974	Mid State Engineering-Welch Park Rd Testing	2205.00
61975	Milford Fire & Rescue-NSVFA Membership Dues	820.00
61976	Milford School Dist. #5-Liquor License	300.00
61977	Morris Auto & Truck-2000 Chevy Dump Fuel Pump	683.41
61978	Municipal Supply Inc.-Head Pins & 1" Meters	1271.13
61979	Nebraska Fire Sprinkler-Lower Sprinkler Head-Sr.	554.00
61980	Nebraska Library Commission-Over Drive	500.00
61981	Nebraska Public Health-4-Coliform Tests	60.00
61982	NPPD-Service for October	1624.23
61983	NMVCA-Membership Dues	15.00
61984	Servi-Tech Inc.—Sewer Test	96.70
61985	Seward Co. Public Power Dist.-Wells 1 & 2	700.53
61986	Seward County Independent-Want Ads	48.00
61987	Shell Fleet Plus-Fuel	297.12
61988	TooFast Supply-Handles, Towels, Marking Paint	214.93
61989	Union Bank-Gary TeSelle Act/Medicare Part D	450.43
61990	Vermeer High Plains-2 Leaf Rakes	58.96
61991	Walmart-Tape, Paint, Misc. Supplies, Food/Meals	279.14
61992	Windstream-Service for October	465.70
61993	Zito Media-H.D. T.V.	5.09

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received: Milford Aging Services Committee minutes for October 25, 2016; Website overview for October 2016; Building Inspector report for October 2016; Police Activity Report for September; Library Monthly Report. Baker – Sr. Center remodel is close to completion and they are moving things back in. Kral reported 14 rescue calls for October, 12 in Milford & 2 in Pleasant Dale; 1 fire call, a false alarm at Little Leaps Daycare. Chief Siebken – 2008 Crown Victoria has been sold to Wymore P.D. Closed down Valley View at Linden Ave. for Trick or Treaters. As long as the weather cooperates we will continue to do this as it was well received. TeSelle – Barricades and signs have been ordered for RR closure. Highway inspection was done today with the NDOR. Lagoon is all cleaned up from the RR project. A key will need to be checked out to utilize the brush pile.

COMMUNICATIONS: *Sales tax received for the month of August 2016 in the amount of \$24,892.05. *Invitation to Kick-Off meeting on November 3, 2016 @ 10:00 am regarding Risk MAP projects within the West Fork Big Blue watersheds.

NEW BUSINESS:

Appointment - Milford Aging Serviced Commission: A motion was made by Heckman and seconded by Fortune to approve the Mayor's recommendation to appoint Sandra Reed to the Milford Aging Services Commission for a 2 year term, running January 1, 2017 thru January 1, 2019. Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral yes. Motion carried.

Hire Library Clerk and set wage: Library Director Matzen recommended hiring Kyhana Barnes as the new library clerk. A motion was made by Heckman and seconded by Fortune to hire Kyhana Barnes as library clerk at \$9.00 per hour. Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral yes. Motion carried.

Discuss/Action – Authorize signature of NDOR Highway Maintenance Agreement: The Maintenance Agreement is the same as it has been in the past. A motion was made by Fortune and seconded by Heckman to authorize the Mayor's signature on the NDOR Maintenance Agreement. Discussion: Baker asked Mayor Bruha to submit a letter along with the agreement regarding the needed repairs to the highway along the curve by SCC. Roll call vote: Fortune yes, Heckman yes, Baker yes, Kral yes. Motion carried.

Discuss/Action – Scope of services agreement with Carlson, West, Povondra – New Municipal Building: Jon Carlson was present to answer any questions of the Mayor and Council. If the Council would agree tonight to hire CWP the next step would be to contact the employees and start gathering data, do a site assessment, determine efficiencies and program spacing and start looking at concept plans. The proposal schedule outlined about 5 to 6 weeks of assessments and another 5 to 6 weeks of looking at concept plans and cost objectives. It is a balancing act between cost and what is needed. CWP will provide us with good information to base our decisions on. Their first job is to listen! Mayor Bruha mentioned building to meet the needs of the future, yet keep costs down. Mr. Carlson noted they will build a structure that will hold up and be cost effective. Heckman questioned the firm's hourly fee? Mr. Carlson will provide a rate schedule outlining hourly rates for the individuals that will be working on the project. Kral asked Mr. Carlson to address the services that CWP will provide pertaining to public presentation and education. Mr. Carlson stated that they do a lot of bond issue promotion for all sorts of facilities. They provide all the promotional materials (plans, perspectives) but also the background information on how we got from A to B. They are accustomed to attending public meetings, whether it's educational or promotional. A motion was made by Heckman and seconded by Fortune to approve the contract not to

exceed \$10,000.00 for the facility planning study as described in the document. Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral yes. Motion carried.

Discussion on NDEQ approved wellhead protection plan: Adam Rupe with JEO and Courtney Woodman with Upper Big Blue NRD presented information pertaining to the development of a local Wellhead Protection Plan. The material presented is attached to these minutes. This program is designed to protect the land and groundwater surrounding public drinking water wells from contamination. The process includes identifying the land surrounding the public wells, identifying potential sources of groundwater contamination and managing the potential contaminant sources. The process can take up to 1 year to complete, estimating the cost around \$15,000.00. Discussion was then held regarding the reason and process to expand the wellhead protection area, testing and making the requirements more stringent than is required by NRD. Fortune noted our last grant was denied due to lack of having an approved wellhead protection plan. This is something we need to do, but he suggested waiting to see where our financial status is with the new well. The Mayor and Council thanked both Adam and Courtney for their attendance and information.

ADJOURNMENT: A motion was made by Fortune and seconded by Heckman to adjourn the meeting. Roll call vote: Fortune yes, Heckman yes, Baker no, Kral no, Bruha no. Baker wanted to take this time and reflect on the services of Council members Fortune and Heckman as this is their last regular meeting. Council members and employees thanked Fortune and Heckman for their commitment, knowledge, involvement and progress on specific projects. Both council members will be missed. A motion was made by Fortune and seconded Heckman to adjourn the meeting. Roll call vote: Fortune yes, Heckman yes, Baker yes, Kral yes. Motion carried and meeting adjourned at 8:23 pm.

Jeanne Hoggins, City Clerk

Dean A. Bruha, Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on November 1, 2016 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said

agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

(SEAL)

Jeanne Hoggins, City Clerk